

**TENTATIVE AGENDA
for the
NEW MEMBER ORIENTATION**

**December 16-17, 2014
State Capitol
Santa Fe**

Tuesday, December 16

8:30 a.m. Welcome and Introductions

House Lounge, State Capitol

- Speaker of the House W. Ken Martinez
- Majority Floor Leader Rick Miera
- Minority Floor Leader Donald E. Bratton
- Representative Brian F. Egolf, Jr.

Join legislative leaders and your new colleagues for coffee in the House Lounge before starting off the New Member Orientation.

9:00 a.m. An Introduction to the Legislative Process

House Chamber

- Representative James Roger Madalena, Moderator

You will literally walk through the process of getting legislation drafted and presenting it in committee and on the floor in this hands-on session.

Group One: Representatives-Elect Andy Nunez, Randal S. Crowder, Doreen Johnson, Matthew McQueen, Larry R. Scott and John L. Zimmerman

Group Two: Representatives-Elect Conrad James, David E. Adkins, Deborah A. Armstrong, James Dines, G. Andres Romero and Rodney D. Montoya

Group Three: Representatives-Elect Rick Little, Javier Martinez, Sarah Maestas Barnes, Bealquin "Bill" Gomez, Patricio Ruiloba and James G. Townsend

10:45 a.m. Questions

- Representative James Roger Madalena, Moderator
- Raúl E. Burciaga, Director, Legislative Council Service (LCS)
- Frances Ramirez-Maestas, Director, Legislative Education Study Committee (LESC)
- David Abbey, Director, Legislative Finance Committee (LFC)
- Stephen R. Arias, House Chief Clerk

12:00 noon **Lunch with Sophomores: What I Wish I Had Known**
(Location TBD)

You and your new colleagues will visit with second-term members about their experiences as new members, the challenges they faced and advice they wish someone had given them.

1:30 p.m. **2015 Legislative Session Logistics, Administrative Matters and Paperwork**
Room 307

—Representative George Dodge Jr., Moderator

Per Diem: Taxes and W-9s

Committee Assignments

Opening Day Parking and Office Assignments

Capitol Security: Procedures and Card Keys

2:15 p.m. **Break**

2:30 p.m. **The Capital Outlay Process and Your Role In It**
Room 307

—Representative Carl Trujillo, Moderator

—Renée Gregorio, LCS

—Kathleen Dexter, LCS

—Michelle Jaschke, LCS

—Linda Kehoe, LFC

You will learn how to introduce a capital outlay project request, how to ensure that the request accomplishes your goal and how decisions are made about which projects are funded.

3:30 p.m. **Getting, and Staying, Connected — Legislative Information Technology**
Room 307

—Representative William "Bill" R. Rehm, Moderator

—Mark Guillen, LCS

—Ralph Vincent, LCS

You will learn about logging onto the secure legislative network; get a tour of the web site; set up your legislative email account, if you want one; and learn how to get a legislative laptop computer, if you want one.

4:30 p.m. **Recess**

Wednesday, December 17

9:00 a.m. **Overview of Legislative Staff Services**
Meet at Capitol North, First Floor Rotunda

—Raúl E. Burciaga, Director, LCS
—Frances Ramirez-Maestas, LESC
—David Abbey, Director, LFC
—Stephen R. Arias, House Chief Clerk

You will learn what the various staffs do — from drafting and analyzing legislation to assisting with constituent services — to help you do your job. Members-elect will be divided into three groups and meet for about 45 minutes each with the staffs of the LFC, LESC and the LCS before hearing from the House Chief Clerk's Office and respective caucus staffs in the afternoon.

Legislative Finance Committee
—LFC Conference Room

Legislative Education Study Committee
—Room 201, Capitol North

Legislative Council Service
—House of Representatives Office Suite — Capitol North

12:00 noon **Lunch: Protecting the Legislative Institution**
(Location TBD)

—Raúl E. Burciaga, Director, LCS

1:00 p.m. **Staff Services (continued)**

House Chief Clerk's Office
House Chamber
—Stephen R. Arias, House Chief Clerk

Leadership Offices
Democrat Members
Room 303

Republican Members
Room 305

3:00 p.m. **Fiscal and Education Policy Briefing**
Room 307

—David Abbey, Director, LFC
—Frances Ramirez-Maestas, LESC

4:00 p.m. **Adjourn**